

## EPMS Interview Checklist

Below is a list of items that should be reviewed and discussed with the employee in the performance interview.

- \_\_\_\_\_ Position Description
- \_\_\_\_\_ Job Functions
- \_\_\_\_\_ Job Duties
- \_\_\_\_\_ Success Criteria
- \_\_\_\_\_ Objectives (optional)
- \_\_\_\_\_ Performance Characteristics and Definitions
  
- \_\_\_\_\_ Overall rating
- \_\_\_\_\_ Areas that need improvement
- \_\_\_\_\_ Major accomplishments
- \_\_\_\_\_ Employee's performance as it relates to the mission/goals of the Agency
- \_\_\_\_\_ Training Plan
- \_\_\_\_\_ Other Feedback (360 Degrees, Customer, etc.)
- \_\_\_\_\_ Career goals/upward mobility (when appropriate)
  
- \_\_\_\_\_ Salary Potential (when appropriate)

**Be sure to allow and encourage feedback and comments from the employee.**